

**Board of Selectmen
Tuesday, June 11, 2019
Town Hall (Clark Rm)**



The Board of Selectmen met on Tuesday, June 11, 2019 at 7:00 p.m. at the Town Hall (Clark Room). Those present were Chairwoman Kate Reid, Alan Lewis, Barney Arnold, Luke Ascolillo and Nathan Brown.

Community Input: There were no requests.

Amend & Restate Conservation Restriction – 211 Bellows Hill Road

The Board of Selectmen met with Chairman Ken Harte of the Carlisle Conservation Restriction Committee. The purpose of the amended Conservation Restriction (CR) is to clarify the reserve rights, provide a means of public access across the premise and strengthen the protection of the conservation values (i.e., Open Space Preservation, Public Access, Farms/Agriculture, Wildlife Habitat, Protection and Wetlands).

Its intended purpose is to assure that the premises will be retained in perpetuity for conservation purposes, which may include the agricultural and forestry uses of the premises defined, predominantly in their natural, scenic and undeveloped condition, to prevent any use or change that would impair or interfere with its conservation and preservation values, and to provide limited public access to the premises. This CR reserves to the grantor an inner "Building Envelope A" for a single-family residence and the outer areas (Envelope B & C) of the premises are restricted areas.

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** to approve the Amended and Restated Conservation Restriction granted to the Town of Carlisle Massachusetts, acting by and through its Conservation Commission for the property located at 211 Bellows Hill Road, which the Original Restriction is recorded with the Middlesex North Registry of Deeds at Book 2324, Page 129.

FY2020 Payroll Changes:

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to approve the proposed FY2020 Payroll Changes dated June 4, 2019 excluding those employees under contractual arrangements and those union represented employees.

Carlisle Public School Issues:

Solar Request For Proposal (RFP)

The Board of Selectmen met with Jonathan DeKock from the Solar Working Group. The board reviewed a draft copy of the RFP which seeks competitive proposals from qualified Solar Energy Developers for the lease of certain Town owned real property to install, own, operate and maintain a parking lot canopy grid-tied Photovoltaic Generation System. The lease shall be for a term of up to twenty years. The Town may purchase some if not all of the net metering credits or alternative on bill credits generated by the array. The site location is the Carlisle Public School, 83 School Street, Carlisle MA, 01741 - Parking Lot Canopy over the parking lot area accessible from Church Street, not including the Bus area.

- A site tour will be scheduled for Thursday July 11
- Deadline to submit questions will be Thursday July 18th

- Proposals will be due Thursday August 1.

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to approve The Town of Carlisle Solar Request For Proposal regarding the Lease of Real Property For Construction of a Solar PV Array RFP # PV199-1 with the amendments as described tonight to include amendments by School Department so long as there are no substantial changes.

Corey Building Elevator replacement

The Board of Selectmen met with Jim O'Shea, Superintendent of the Carlisle Public School and Carlisle School Facilities Director Rob Fortado. Mr. Shea explained that the main elevator in the Corey Building of the Carlisle Public School has failed and will require the complete replacement before School starts in late August to comply with the Americans with Disabilities Act (ADA) regulations. Additionally, there is an environmental cleanup issue due to the spillage of hydraulic fluid as a result of the elevator failure.

Carlisle School Facilities Director Rob Fortado explained that it was not possible to fix the elevator due to its age. The replacement will be installed in the same spot. Due to the size of the existing elevator shaft, the replacement unit will not be the latest model and will not have monitoring software. The project cost estimates will include the abatement of oil, which leaked into the shaft after the elevator broke. The oil was captured by a steel tray at the bottom of the elevator shaft. It is not yet known if any remediation measures will be needed.

Also present for this discussion were Finance Committee chair Victor Liang and members Scott Triola, James Darr, Lynne Lipinsky, Melissa McMorrow and James Catachio.

Town Administrator Timothy Goddard explained that in order to deficit spend without an appropriation, a town must, by vote of the Board of Selectmen, declare a local emergency exists and request that the Division of Local Services (DLS) permit the Town to do so. The lack of accessibility to Carlisle Public School caused by the failure of the elevator puts the Town out of compliance with the Americans with Disabilities Act (ADA) a situation that must be remedied as soon as possible.

Bonnie Fleck, Finance Director stated that it would be in the Town's best interest to proceed now and leave all options open (i.e., Reserve Fund Transfer and End-of-the-year transfers from departments with unspent funds) to minimize the impact in Fiscal Year 2020.

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to declare an emergency pursuant to MGL 44, sec. 31, necessitating the expenditure of emergency funds due to the catastrophic failure of the main elevator in the Corey Building of the Carlisle Public School as described in a letter to the Department of Revenue dated June 12, 2019 from the Town Administrator Timothy D. Goddard.

Legislative Update:

The Board of Selectmen met with State Representative Tami Gouveia. She sits on the Export Development; the Children, Families and Persons with Disabilities; the Mental Health, Substance Abuse and Recovery; and the Consumer Protection and Professional Licensure committees. She has filed 19 pieces of legislation and has co-sponsored 300.

Rep. Gouveia is in Carlisle every other Friday morning at Ferns at 9:30 a.m.

Barney Arnold requested an update on the proposed change in the educational funding formula. Rep. Gouveia anticipates that the bill will be out this summer. There are some issues with English language learning, low-income students and regional transportation. The incoming kindergarten class state-wide speak 25 different languages so the funding formula has to be discussed urgently. The earliest the bill could affect budgets is 2021.

Nathan Brown explained that the Town of Carlisle is almost all residential, so the residential property tax is the only support for the budget of which 75% is directed to education. He is concerned that families move to Carlisle for the education and will move out of town after the kids are out of school. If this trend continues, Carlisle will become a town with residents that have no connection, history, or cultural identity.

Kate Reid would like to see changes to the Massachusetts Comprehensive Permit Act Chapter 40B that allows developers to bypass local zoning in towns with insufficient affordable housing. She feels that it is a badly written law because there is no opportunity to gain equity in the subsidized housing and the residents living in units become trapped and can't move up.

Nathan Brown pointed out that it is impossible to add high density housing because Carlisle does not have public water and sewer. As a result, Carlisle has spent a great deal of money hiring professional consultants to protect the drinking water of existing neighborhoods.

Rep. Gouveia responded that the state law doesn't work for every city and town. She polled the selectmen for their ideas to address the state's affordable housing shortage.

One suggestion was that towns similar to Carlisle might be allowed to enroll children from underserved communities into their education system contributing to the state law's mission. Another suggestion was to allow towns to pay into a fund that allows the building of housing somewhere else.

Rep. Gouveia provided her email address: tami.gouveia@mahouse.gov, and encouraged everyone to communicate with her

2019 Annual Appointments:

Agricultural Commission - On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously **VOTED** to appoint Andrew Rodgers, Steve Huberman and Kyle Bonenfant to serve on the Agricultural Commission with terms that will expire on June 30, 2022.

Audit Committee - No terms expiring in June 30, 2019

Celebrations Committee - On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to re-appoint Scott Evans, Douglas A.G. Stevenson, Laura Mullins, and Heidi Haring to Celebrations Committee with terms expiring June 30, 2020.

Community Preservation Committee - On the motion made by Barney Arnold and seconded by Alan Lewis, it was unanimously **VOTED** to re-appoint Kathy Keller and Angela Verge to serve on the Community Preservation Committee with terms that will expire on June 30, 2022.

Conservation Commission - On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to re-appoint Angela Verge and Helen Young to serve on the Conservation Commission with terms expiring June 30, 2022.

Conservation Restriction Advisory Committee

There are no terms expiring in June 30, 2019

Cultural Council - On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to re-appoint Jennifer Sagalyn to serve on the Cultural Council with terms expiring June 30, 2022.

Deer Committee

It was agreed to invite current members to next meeting to discuss committee title, charter and membership the meantime the board agreed to reappoint existing members and appoint Barney Arnold as the Board of Selectmen Representative.

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to reappoint Barney Arnold to serve on the Deer Committee as the Board of Selectmen Representative with a term that will expire on June 30, 2020

Energy Task Force On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint Jonathan DeKock (11 Oak Knoll Rd) and to re-appoint Deb Bentley, Helen Young and Robert Zogg to serve on the Energy Task Force Committee with terms expiring June 30, 2020

Historical Commission - On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to re-appoint Geoffrey Freeman and Kathleen Keller to serve on the Historical Commission with terms that will expire on June 30, 2022.

Land Stewardship Committee

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously **VOTED** to appoint Rhonda Michaud (50 Hart Farm Rd) to serve on the Land Stewardship Committee with terms that will expire on June 30, 2022.

Long-Term Capital Requirements

On the motion made by Barney Arnold and seconded by Alan Lewis, it was unanimously **VOTED** to appoint Nathan Brown (153 Virginia Farm Lane) and Sara Wilson (Clark Road) to serve on the Long Term Capital Requirements Committee with terms that will expire on June 30, 2022.

MAPC

There are no terms expiring on June 30, 2019

Municipal Facilities Committee

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to reappoint Kate Reid to serve on the Municipal Facilities Committee with a term that will expire on June 30, 2022.

Personnel Board

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to reappoint Vanessa Brown and Ben Perry to serve on the Personnel Board with a term that will expire on June 30, 2022.

Recreation Commission

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to reappoint Andrew McMorrow to serve on the Recreation Commission with a term that will expire on June 30, 2022.

Scholarship Advisory Committee

On the motion made by Nathan Brown and seconded by Luke Ascolillo, it was unanimously **VOTED** to reappoint Diane Powers and Michael Fitzgerald to serve on the Scholarship Advisory Committee with a term that will expire on June 30, 2020.

Senior Tax Advisory Committee

On the motion made by Nathan Brown and seconded by Alan Lewis, it was unanimously **VOTED** to appoint the Finance Director Bonnie Fleck, Principle Assessor Melissa Stamp, COA Outreach Coordinator Angela Smith, COA Director David Klein, Walter Hickman and Barbara Culkins to serve on the Senior Tax Advisory Committee with terms that will expire on June 30, 2020.

Trails Committee

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously **VOTED** to re-appoint Steve Tobin and Alan Ankers to the Trails Committee with terms that will expire on June 30, 2022.

Veterans Committee

On the motion made by Barney Arnold and seconded by Nathan Brown, it was unanimously **VOTED** to appoint Tim Nickerson (1177 Curve Street) and re-appoint Greg Fairbanks and Christopher Eisenbies to the Veterans Committee with terms that will expire on June 30, 2020.

Youth Commission

There are no terms expiring on June 30, 2019

Zoning Board of Appeals

There are no terms expiring on June 30, 2019

Below are the remaining Town Board Appointments to be conducted on June 25, 2019.

Affordable Housing Trust
Board of Registrars
Complete Streets
Cranberry Bog Working Group
Council on Aging
Deer Committee
Household Recycling Committee
Pathways II

Board of Selectmen Policy and Guideline Review:

Computer, Email and Internet use Policy

This policy was drafted in 2012 but was never adopted by the Board of Selectmen.

Nathan Brown and Alan Lewis volunteered to update the draft policy including changing the title of the policy to "Information Security Policy"

Transfer Station Sticker Policy

Nathan and Barney have volunteered to update this policy.

Collins Center Report on Organization/Efficiency of Town Government:

(p.41)

Recommendation: Identify critical managers and employees who are nearing retirement age and begin the transfer of knowledge and skills through hiring employees at lower levels to work with these individuals.

The Collins Report determined that the average age of Town Hall department managers is over 57 years of age, with these ages ranging from 44 to 70. Five of the ten managers are over the age of 60, indicating that it is at least possible that half of department managers in Town Hall will retire within the next five years

The Board of Selectmen continued its discussions relative to Succession Planning.

Nathan Brown reminded the board that an employer, with the goal of workforce planning and knowing staffing needs, can ask employee if he/she has plans for retirement. He recommends that Employee Performance Reviews includes a section to allow for a discussion on retirement planning.

Luke Ascolillo suggested that when hiring Assistants to a key management position that they be qualified and trained to move up into these management positions allowing for a phased retirement.

The Board also discussed strengthening the role of the Town Administrator's position and changes in the existing reporting structure for town departments, boards, and committees.

Town Administrator's Report:

Award contract for Complete Streets

The Complete Streets working group has recommended Nitsch Engineering for the design/engineering contract for the Town's Complete Streets projects.

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously *VOTED* to award the Complete Streets Design, Land Surveying and Transportation Engineering Services contract to Nitsch Engineering in the amount of \$64,500.00.

Caroline Hill Scholarship Awards

The Caroline Hill Scholarship Committee submitted recommendations for scholarship awards for the 2019/2020 academic year.

On the motion made by Luke Ascolillo and seconded by Nathan Brown, it was unanimously *VOTED* to award of \$10,000 in scholarships from the Caroline Hill Scholarship Fund for the 2019-2020 academic year, to be dispersed as recommended by the Caroline Hill Scholarship Committee.

One Day Beer/Wine License - Clark Farm

Geoffrey Freeman, owner of Clark Organic Farm Market has requested a One Day Beer/Wine license for an event to be held on June 15th at Clark Farm Market, 201 Bedford Road, from 4:00pm – 7:00pm.

On the motion made by Nathan Brown and seconded by Barney Arnold, it was unanimously *VOTED* to approve a One-day Wine and Malt Beverages License to Geoffrey Freeman, Owner of Clark Farm Market pursuant to MGL Chapter 138, Section 14 for an event to be held at 201 Bedford Road on Saturday, June 15, 2019 from 4:00 P.M. – 7:00 P.M. (rain date June 16th) subject to the application providing a host liquor liability insurance certificate and contacting the Police Department to determine the necessity of a police detail prior to the event.

Upcoming Meetings:

June 25, 2019	August 13, 2019
July 9, 2019	August 27, 2019
July 23, 2019	

Approval of Minutes:

On the motion made by Alan Lewis and seconded by Nathan Brown, it was unanimously **VOTED** to approve the minutes of May 28, 2019 as amended.

On the motion made by Luke Ascolillo and seconded by Alan Lewis, it was unanimously **VOTED** to adjourn.

10:05PM Meeting adjourned

List of documents presented.

- FY 2020 Payroll Changes
- Collins Center Report (p.41)
- BoS Meeting Packet 06-11-2019